

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
	UNCLASSIFIED		CONFIDENTIAL
			SECRET
OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
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	ACTION	DIRECT REPLY	PREPARE REPLY
	APPROVAL	DISPATCH	RECOMMENDATION
	COMMENT	FILE	RETURN
	CONCURRENCE	INFORMATION	SIGNATURE
Remarks: <p>fyi -- to let you know that the new Secretarial/ clerical man is about to get off the ground. Will keep you posted.</p> <p style="text-align: center;">STAT ILLEGIB</p>			
STAT FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
 			1/25/78
	UNCLASSIFIED		CONFIDENTIAL
			SECRET

Memorandum

Executive Registry

78-4281

20 January 1978

MEMORANDUM FOR: See Distribution

SUBJECT : Secretarial/Clerical Management
Advisory Group


1. Congratulations on being nominated to represent your component on the Secretarial/Clerical Management Advisory Group (MAG).

2. This new MAG has been formed to identify and address issues relevant to secretarial/clerical employees and comment on those already identified by management. Attached for your background are recent suggestions and responses relating to secretarial/clerical concerns.

3. The first meeting of the MAG will be on Thursday, 26 January, 2-3:30 in Room 7D-64. Please be prepared to discuss how the MAG should be organized, what issues you would like to see it address, and what experience you may have had on any similar groups that the group might find helpful.

STAT

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Deputy Executive Secretary

87-4281-15
15 JAN 23 1978